

## Chapters 11 and 13 Review

November 25, 2008

1) What are coordinate ideas?  
Give an example to illustrate your definition.

- Coordinate ideas: ideas that have equal value in a speech.
- What examples can you think of?

2) What is the purpose of a speaking outline and what may it include?

- Speaking outline: a brief outline for the speaker's use alone, containing source citations and delivery prompts

3) What is a working outline and what purpose does it serve?

- Working outline: an informal, initial outline recording a speaker's process of narrowing, focusing, and balancing a topic

4) What is a formal outline?  
Explain what should be included in this outline.

- Formal outline: a complete sentence outline written in sufficient detail that a person other than the speaker could understand it

5) What are two possible outline forms? Why should they be kept distinct from one another (except for in the speaker's outline)?

- Phrase outline: uses phrases or key words
- Sentence outline: uses complete sentences
- Mixing the two is confusing and inconsistent



6) What are subordinate ideas? Can they be coordinate to each other? Explain.

- Subordinate ideas: ideas that support more general or more important points in a speech
- They can be coordinate to each other if they are equally important.

7) What are the five purposes of outlining? Describe each one thoroughly, and explain why each is important.

- Tests the scope of the speaker's content
- Tests the logical relations among parts of the speech
- Tests the relevance of supporting ideas
- Checks the balance or proportion of the speech
- Serves as notes during the delivery of the speech

8) What traditional principles or rules help simplify outlining? Describe the five discussed in Chapter 11. How do these guidelines help make outlining less difficult?

- Each letter or number should represent only one idea.
- Coordinate and subordinate points should be represented by a consistent system of numbers and letters
- If any point has subpoints under it, there must be at least two subpoints
- Each symbol in a sentence outline should introduce a complete sentence.
- Coordinate points throughout the outline should have parallel grammatical construction

9) Describe the benefits of speaking extemporaneous. What must you do to make this an effective delivery method?

- Speaking extemporaneously is delivering a speech from notes or from a memorized outline.
- You need to develop your speech's content and organization in order to effectively speak extemporaneously.
- It is also very important to know your audience.

10) Explain the benefits and problems associated with speaking from a manuscript.

- Speaking from a manuscript entails delivering a speech from a text written word for word and practiced in advance.
- This may increase confidence and will increase the ease of quoting the speech at a later time.
- When writing the manuscript, it is important that it be conversational. Otherwise, the delivery may not be effective.
- This type of speaking takes a good deal of time to prepare, as much editing and practice are necessary.

11) Explain the four principles of non-verbal communication.

- Part of nonverbal communication is deliberate, while another part is unintentional.
- Few nonverbal signals have universal meaning.
- When a speaker's verbal and nonverbal channels send conflicting messages, we tend to trust the nonverbal message.
- The verbal message you intend may be overridden by other meanings people attach to your nonverbal communication.

12) What is delivery? How does it affect your speech's message? Give examples to illustrate your answer.

- How you say your speech is the delivery.
- Your delivery shapes your image as a speaker.
- It also changes your message in subtle ways.
- Strong delivery can mask weak content.
- Weak delivery can undermine the impact of your ideas.
- Strong delivery can enhance any speech.

13) What is impromptu speaking? In what situations do people engage in it?

- Impromptu speaking is speaking without advance preparation.
- People engage in impromptu speaking whenever they are unexpectedly called upon to express themselves in words.
- What are some examples?

14) Why is speaking from memory only appropriate on rare occasions? Explain your answer.

- Speaking from memory entails preparing and memorizing a written text.
- While memorization does allow the speaker to interact directly with the audience, without notes or a manuscript, the process of memorization can be time consuming.
- The process of memorization can make the final delivery mechanical.
- Memorization is most appropriate for brief speeches.